

Flint River Regional Library System
800 Memorial Drive | Griffin, GA 30223 | 770-412-4770

Position Description

Job Title: Library Assistant - Youth Services

Location: Griffin, GA

Reporting: This position reports to the Youth Services Librarian, under the general supervision of the Assistant Director for Public Services.

Schedule: Part-time (16-19 hours/week), including evenings and Saturdays (as library coverage requires)

Salary: \$14.00 per hour (Some consideration for experience & qualifications)

Job Summary:

This position helps to develop and assists with programs and services for children and families with a focus on early childhood, ages birth to 5. Program preparations include presenting story times, crafts, STEM, outreach events, and Summer Reading Programs. This employee will also perform public services desk duties as assigned.

Qualifications: A high school diploma or equivalent (GED), one (1) year experience in public contact work, and working knowledge of personal computers. Clerical and customer service experience in a busy environment are desired.

- Minimum of high school diploma or G.E.D. required.
- Some college preferred, particularly in the area of early childhood education or development.
- Knowledge of early literacy, developing pre-reading skills, child development and children's literature is a plus.
- Follows library policies and procedures; maintains confidentiality of library patrons and records.
- Possesses solid written and oral communication skills.
- Proficient with computers and ability to learn PINES are required.

Application Instructions: Complete job description and application are available at the Circulation desk or online at https://frrls.net/about_us/employment_opportunities.php

A resume will not be accepted in lieu of the completed application form.

Applications may be emailed: Lgriffin@frrls.net, mailed, or delivered in person in a sealed envelope to: Lois Griffin, Assistant Director for Public Services
Flint River Regional Library System | 800 Memorial Drive | Griffin, Georgia 30223

Applications will be accepted until the position is filled. All applications will be reviewed, and if selected for an interview, you will be contacted.

Essential Duties and Responsibilities:

This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job. Other duties of a similar nature or level may be required as assigned, and job assignments and work schedule are subject to change in the future.

1. Provides services and programs to children, parents, and caregivers, both in the library and at off-site events; Emphasis is on programs for the birth to age 5 population.
2. Cultivates a good relationship with parents and children.
3. Connects children and their families with resources that encourage reading and early literacy (pre-reading) skills.
4. Staffs Public Services areas - Children's Area and the Circulation Desk as needed.
5. Prepares print and electronic marketing materials such as brochures, flyers, bookmarks, and newsletter blurbs.
6. Assists in program and display set-up and tear-down; prepares bulletin boards and book displays.
7. Develops relationships with other early childhood groups, agencies, and institutions.
8. Assists patrons in using Online Public Access Catalog (OPAC) - PINES (Public Information Network for Electronic Services) Catalog; online databases - GALILEO (Georgia Library Learning Online).
9. Operates library's computer equipment, standard Microsoft Office programs, and other applicable library software.

Job competencies:**Required Knowledge, Skills, Abilities and Personal Characteristics**

1. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
2. Ability to organize materials, time and establish priorities.
3. Ability to provide prompt, courteous, and tactful customer service to all patrons.
4. Ability to learn and apply technology to improve services and work processes.

Working Conditions:

The work is conducted primarily in an office/library setting. Programs and activities are also held in community settings like parks, churches, festivals, and schools.

Background Check:

A pre-employment background check will be required after a contingent offer is accepted.

***The Flint River Regional Library System is an Equal Opportunity/Affirmative Action employer.
Serving Butts, Fayette, Lamar, Monroe, Pike and Spalding Counties***